

COMMITTEE ON HOUSE ADMINISTRATION

CANDICE S. MILLER
CHAIRMAN ~ 114TH CONGRESS



CHA PROFESSIONAL TRAINING SERIES

Chief of Staff

Improving District Office Relations

This course is designed to help Chiefs strengthen their communication with the District Office. Offices are constantly looking for ways to create an open line of communication between DC and the District. The number one complaint we hear from District Directors is the weak or lack of communication they get from DC. We will invite a few successful chiefs who have established strong interoffice communications to best serve the Member and keep staff cohesive and operating as a seamless team.

When: Monday, October 5th at 10:30 a.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Alyssa.Hinman@mail.house.gov

District Director

Conference Call: Top 8 Things Every District Director Needs to Know as it Relates to the House Administration Committee

During each session of Congress, each Member has a single Members' Representational Allowance ("MRA") available to support the conduct of official and representational duties to the district from which he or she is elected. This course will provide guidance on the proper use of those official resources. It will review the most commonly asked questions district staff have in regard to using the MRA for travel, official meetings, gifts and donations, the art competition, websites, advertisements, paid staff, official stationery and any other area staff may have questions on during the meeting.

When: Monday, September 14th at 2:00 p.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Alyssa.Hinman@mail.house.gov

Future course topics include: Managing the Congressional Art Competition, Case Work Best Practices, Working With Agencies, Hosting Events, Military Academies, Advisory Groups

Digital Director

Check Before You Click; Best Ways to Ensure that Your Social Media Content is Compliant

This briefing invites communication and digital staffers to hear from staff members of the Committee on House Administration and Franking Commission and discuss what the House regulations mean for your Member's social media content. The briefing will also feature how-tos and insight on effective approaches to digital media from a Member office perspective. Staffers are encouraged to bring their questions, content examples, and so on to discuss working within the House regulations in order to have tremendous success in digital media for your Member's content and how to build your followers.

When: Tuesday, September 15th at 10:30 a.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Erin.McCracken@mail.house.gov

Future course topics include: Running a Tech Savvy Office

Communications Director/Press Secretary

Introduction to the HouseMAP Tool and How it Benefits Your Communications Strategy

This briefing will invite communication and digital staffers to view a demonstration of a new tool, HouseMAP, which is now available to your office. Esri representatives will demonstrate how to use this cloud-based mapping tool that enables your office to discover, create, and share maps on your website, social media accounts, etc. This tool allows your office to use the map data that is collected every day to more efficiently and effectively reach your constituents. ***RSVP is required as spacing is limited. An additional briefing will be available at a later date for those who cannot make this briefing. No interns please.***

When: Tuesday, September 22nd at 10:30 a.m.

Where: 1309 LHOB, House Administration Conference Room

RSVP: Erin.McCracken@mail.house.gov

Future course topics include: Blackout Period 101

Legislative Assistant

Committee Staff and Legislative Aide: Meet & Greet

After surveying and meeting with Republican Legislative Assistants, the top request was to help staffers connect with their counterparts as well as committee staffers, specifically staffers from committees that their bosses do not serve on. As a result, the Committee on House Administration will be hosting a series of briefings featuring two different committees at each one. We invite all Republican legislative staffers to a professional development briefing for networking with your counterparts and connecting with committee staff. At this

briefing, staffers will have a chance to hear from two different committee staffers. The staff will also have a chance to network with LA's who are your counterparts and cover these issues in from various other Republican offices. Committees for the October briefing will be announced very soon.

When: Friday, October 2nd at 2:00 p.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Alyssa.Hinman@mail.house.gov

Future course topics include: Committee Meet and Greets, Understanding the Legislative Process, Management and Skill Training

Legislative Correspondent

Official Mail LC: Understanding Rules, Logistics and Best Practices

Orientation on the rules for official mail and the logistics of mail in DC and District. You will hear from staffers who work for the Franking Commission. The topics will include: Mass mail rules and the use of 499 messages, top 10 do's and don'ts with Mass Mailings and 499s, personal office examples of efficient mailing programs, messaging tips and best practices: If I knew then, what I know now.

When: Friday, September 11th 2:00 p.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Alyssa.Hinman@mail.house.gov

Future course topics include: Digital Mail and Managing Correspondence, Time-management and Best Practices of Writing, Professional Development: A review about what it takes to move up and be a successful higher-level staffer

Schedulers

Using Technology to Stay Effective and Efficient

This course will provide information to help Schedulers get the most out of the available technology resources. It will include tips and tricks for using Microsoft Outlook, as well as the apps and remote log-in systems supported by the House, and provide solutions to many of the technological hurdles that Schedulers face daily. Speakers will include representatives from HIR and the Committee on House Administration.

When: Tuesday, September 15th at 2:00 p.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Courtney.Joseph@mail.house.gov

Future course topics include: Understanding Your MRA and Official Reimbursements, Floor Procedures & the Scheduler's Guide to Managing Time Around Legislative Action

Staff Assistant

Introduction to being a Staff Assistant -- Part I

A review of best practices

This briefing will provide Staff Assistants an opportunity to hear from a former Staff Assistant on best practices and “If I knew then what I know now” tips. Attendees will also hear from a Committee on House Administration representative who will address best practices such as: room booking procedures; the ordering of publications and how to differentiate between the Superintendents and the CAO First Call’s services. There will also be a review of the basic responsibilities for the office Staff Assistants, including, but not limited to: How to book constituent tours (White House, Kennedy Center, Pentagon, Library of Congress, Supreme Court, Bureau of Printing and Engraving, etc.) and how to submit a flag request.

When: Tuesday, September 22nd at 2:00 p.m.

Where: 1310 LHOB, House Administration Hearing Room

RSVP: Alyssa.Hinman@mail.house.gov

Future course topics include: Introduction to being a Staff Assistant Part II, Understanding Committee Life, Welcome to DC Tips for Transitioning into the DC and Hill Culture

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